

Summary Report and Evaluation of Six Weeks Training

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The six weeks training period which I have just completed was divided into two phases. The first three weeks were devoted to the development of the need for, the aims of, and the operational methods of the Central Intelligence Agency. In this connection a week's time was utilized for the study of Communistic fundamentals and principles and its motivation of the Soviet Union.

During the second three weeks of the training period emphases was placed on Administrative Support, particularly support of the clandestine services.

First Three Weeks:

The first phase of the training period was realized by lectures of one or two hours duration. The historical background of the Central Intelligence Agency, together with its present legal authorities were fully studied and the concept of its mission presented. All phases of its organization with their various responsibilities and methods of accomplishment were explained. The moral aspects of an activity of this nature and the necessity for its existence were evaluated by the instructors with participation by the group. Seminars which were groups of eight or ten students were held periodically in which specific operational problems were worked out and reviewed. A series of presentations were made by representatives of the various geographic divisions of the DDP in which the background, current situation and potentialities of the various areas were examined. CIA operation in these areas was outlined and the whole related to the overall aims and

organization of the agency. The various lines of communications both inter and intra agency were introduced and the location and availability of source materials maintained by the various organization units were described. An exhibit of the files of the various registers was particularly helpful in visualizing the detail in which information is received and maintained. The steps involved in the completion of a project were described in detail by the use of organization charts. Various lectures were given on the security problem of the agency and the part played by individual employees in its successful realization.

In studying the Communistic theory, its inception, growth and application by the USSR was emphasized. In this connection attention was given to the organization of the Communist party and the Russian form of government. A series of training films was used in connection with the above subjects.

Second Three Weeks:

The Administrative Support course which occupied the second three weeks of the training period was begun with one week of concentration on field operational tactics and problems with suggestions for their simplification and improvement. The position of responsible field officials was clearly defined by members of the staff who had operated in field capacities formerly. The importance of effective administrative support in the successful accomplishment of these responsibilities was stressed, and it was suggested that the interchange of ideas between the operational and administrative personnel would most effectively bring about the desired coordination of effort and understanding.

During the final two weeks practical exercises in the completion of administrative forms, and adherence to administrative procedures were

carried out. In addition, representatives of the DDA met with the class and described in detail the support characteristics of their particular organization units. The legal, personnel, financial, medical and logistics activities of the agency were traced, all with a view toward more effective operation. The use of unvouchered funds peculiar to this agency was effectively dealt with and accounting procedures for the control of these funds applied to a given set of circumstances. The problems involved in cover and proprietary interests of the agency were discussed. In all of these presentations, time was made available to the group to pose any questions which might arise and pursue any line of thought that might suggest itself pertinent to the subject.

Impressions:

The training staff in my opinion, is composed of effective, well-qualified, hard working employees whose devotion to the development of a corps of informed employees is most apparent. The three weeks spent in Basic Instruction were particularly valuable to me, a new employee of the agency, in that I had no clear ideas with respect to the actual workings of the organization, and to an even greater degree, no real understanding of Communistic precepts. The understanding will enable me to perform any duties I may be assigned with a greater interest and efficiency in that I now have an acquaintance with the over-all aims. To a great degree I shall be able to recognize the ramifications of a given situation, which would formerly have been impossible, and should be able to participate in most of the work assigned to me with much less individual back-ground briefing than would ordinarily have been necessary.

The Administrative phase of the training was well done and extremely valuable in that it proceeded from the general knowledge which I have acquired in other government agencies, and applied the knowledge specifically to the situations peculiar to the agency. Personally, I believe the training to be most valuable in terms of loyalty and smooth operations. Whether or not a monetary value can be assigned is questionable. For the employee whose background is a political science major, perhaps certain periods of this instruction would be superfluous. By the same token, an employee of some years' experience with CIA would hardly benefit by the added information on internal structure and function. However, it would appear to me that the administrative segment is extremely important to any administrative employee who may be required to exercise any degree of determination or direction, and would be highly beneficial (with some modifications) to most operational personnel.

Specifically, the value of the above training as directed toward an employee of the Program Analysis Staff is twofold. Much of the energy of this staff must be expended on intelligent research and the reconstruction of obscure and seemingly unavailable data. To bring to this activity a preconceived knowledge of the possible sources of information and of the general operational attitudes likely to be encountered is as highly desirable as the recognition and appreciation of the activity's limitations and possibilities. As the Program Analysis Staff is such a recently created unit, the other beneficial aspect of the training, which is perhaps more remote, is the introduction of the group to the Staff's existence and aims. This is an expedient manner of conditioning and encouraging personnel returning to operating units to support the staff members in every possible way, and is a means of reducing in many cases the natural resistance met in

the search for material and facts.